

KingdomWay Christian Academy Homecare Policies/Contract

Enrollment & Discharge: According to the DCFS rules within 406.12a, KWCA will/can not care for any child/student or infant beyond 12 hours per day. The only extended support would be to accommodate the travel time to and from the workplace if parent's schedule is 12 hours per day.

Every parent/student/child or infant after open house or visit and wants to register into KWCA must complete a full Welcoming to KWCA application packet. This packet includes a parent/child info application, emergency contact and physician, physical/immunization, negative with lead & tb test results, pick up/drop off, one-year contract/comment, food and other allergies documented, child's likes & dislikes and parent consent form for daily activities within homecare, copy of birth certificate and signed agreement of the policies, rules, and regulation concerning KWCA.

Parent Copayments: Upon approval of Action for Children co-parent payment responsibility, all copays are on the first of every month. Parent co-payments are also to be paid in full every month regardless of the number of days absent. The copay not only financially support the upkeep of the homeschool/daycare and staff, it also holds your child/children spots here at KingdomWay Christian Academy.

Pick-up Rules/Guidelines and Consequences:

KingdomWay Christian Academy/KWCA will at all costs follow and abide by the rules written within DCFS Illinois' rules within 406.12 1-4h and all other to stay in compliance and in order. (Please see attachment)

KWCA's hours are from 6am till 6pm. There is a \$5-dollar late fee per every 15 minutes the parent or guardian (per parent's permission) is late. Late fee/fees will apply per the very first 15 minutes of being late and thereafter.

KWCA will due their due diligence to call all parties available per the pick-up and emergency info on file. I will commit to making calls every 15 minutes within the hour for updates or pick-up details. If within an hour after closing time and no-one has yet called or come to pick up the child, I will have to refer to the Chicago Police or Department of Children Services for more needed support. Please keep KWCA up to date of any changed numbers or persons to whom need to be added or remove.

If the outside authorities has to be contacted, KWCA will provide all that's need to support the stay of the child until the authorities arrive for the child/children.

Please take time to update the emergency contact every three months per the updated forms sent.

Thanks in advance

Ms. Pruitt

Please sign below to assure you have received and understand this policy.

Parent: _____

Childcare Owner: _____